

# Memorandum

Date: OCT - 6 2009

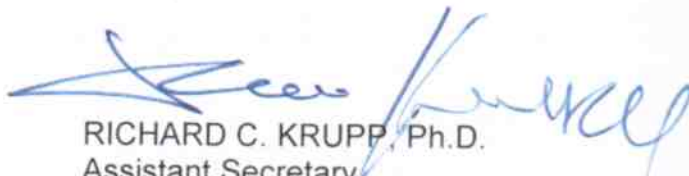
To: Doug McKeever  
Director  
Division of Juvenile Programs

Subject: **REVIEW OF MENTAL HEALTH ORGANIZATIONAL CHARTS AT THE DIVISION OF JUVENILE JUSTICE**

Attached is the Final Report of Findings resulting from the review of Mental Health Organizational Charts at the Division of Juvenile Justice, Central Office, conducted during the period of March 9 through March 13, 2009, by the Office of Audits and Compliance, Compliance/Peer Review Branch. A complete description of each issue area is contained within the narrative portion of the report.

The report includes the corrective action plan (CAP), which was received on June 29, 2009, to correct the cited deficiencies and concerns. The CAP sufficiently addressed the correction of cited deficiencies.

If you should have any questions or need additional information regarding the contents of this report, please contact me at (916) 255-2990.



RICHARD C. KRUPP, Ph.D.  
Assistant Secretary  
Office of Audits and Compliance

## Attachments

cc: Bernard Warner, Division of Juvenile Justice  
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COMPLIANCE REVIEW

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DIVISION OF JUVENILE JUSTICE  
CENTRAL OFFICE AND FACILITIES



Prepared by:

California Department of Corrections and Rehabilitation  
Office of Audits and Compliance

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March 2009

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## ORGANIZATIONAL CHARTS-INCLUDING A MENTAL HEALTH CHAIN OF COMMAND

Mental Health Remedial Plan, pages 6 through 12, and Safety and Welfare Remedial Plan, pages 12 through 16

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Office of Audits and Compliance Staff  
Karen Jennings, Treatment Team Supervisor

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## EXECUTIVE SUMMARY

The Office of Audits and Compliance, Compliance/Peer Review Branch (CPRB) reviewed the Division of Juvenile Justice (DJJ), Mental Health (MH) Remedial Plan, Section 3, and the Safety and Welfare Remedial Plan, Section 2 iii, to determine if Central Office, N.A. Chaderjian Youth Correctional Facility (NACYCF), O. H. Close Youth Correctional Facility (OHCYCF), Preston Youth Correctional Facility (PYCF), Heman G. Stark Youth Correctional Facility (HGSYCF), Ventura Youth Correctional Facility (VYCF), and the Southern Youth Correctional Reception Center and Clinic (SYCRCC) are in compliance with the policies that identify DJJ facilities and Central Office maintaining Organizational Charts that include a MH chain of command.

The review period for Organizational Charts that include a MH chain of command was January 2009. During this period, the CPRB reviewed the Organizational Charts that were submitted to the Court in January 2009.

The CPRB review team determined that DJJ facilities and Central Office are in partial compliance (PC) with the MH Remedial Plan, Section 3 and the Safety and Welfare Remedial Plan, Section 2 iii. The findings are as follows:

- Central Office, NACYCF, OHCYCF, PYCF, HGSYCF, SYCRCC, and VYCF Organizational Charts are not consistent with the principles outlined in the MH and the Safety and Welfare Remedial Plans.
- Central Office Organizational Charts do not demonstrate how MH staff has clinical supervision over administrative staff.
- NACYCF, OHCYCF, PYCF, HGSYCF, SYCRCC, and VYCF Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.
- Central Office, NACYCF, OHCYCF, PYCF, HGSYCF, SYCRCC, and VYCF Organizational Charts are not being updated.

\*Please refer to the attached "Site Report" for a detailed report of the findings.

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## BACKGROUND

On November 19, 2004, a Consent Decree was entered upon in the case of *Farrell v. Allen*. The Consent Decree required the defendant, now the DJJ, to file Remedial Plans in all areas of deficiency identified by the Court appointed experts by January 31, 2005. In January 2005, in response to the Consent Decree, DJJ made the decision to reform California's juvenile system into a rehabilitative model based on a therapeutic environment.

The DJJ has established a Farrell Task Force Team to develop, implement, and measure compliance within the scope of the six Remedial Plans. As part of the Farrell Task Force, the CPRB is charged with assessing compliance and if applicable, recommending corrective actions related to the findings.

The CPRB will be reviewing specific action items that make up the 6 Remedial Plans. The action items that have been selected for review are based on risk to the Department. These issues include, but are not limited to, 18 items with a time sensitive date and key indicators. The review will be evaluated using a compliance rating system. Each action item will be evaluated by whether it is in substantial compliance (SC) 85 percent and above, PC 84 percent to 50 percent, and non compliance (NC) 49 percent and below. Items that result in a yes or no compliance level will be rated as SC or NC. Items that cannot be rated will be categorized as not ratable (NR). Due to the diversity and occasional abstract content of the action items, a numeric rating system cannot always be utilized. As a result, a narrative rating system will be used to evaluate the level of compliance.

The specific objectives of the review were to determine whether:

- Central office has Organizational Charts that include a MH chain of command according to the MH and Safety and Welfare Remedial Plans.
- DJJ facilities have Organizational Charts that include a MH chain of command according to the MH and Safety and Welfare Remedial Plans.

The CPRB determined whether the objectives were met by reviewing:

- MH Remedial Plan;
- Safety and Welfare Remedial Plan;
- Past audit reports prepared by the Court appointed experts;
- Information obtained from interviews with Health Care Services staff;

- Information obtained from the Health Care Services staff and the Court appointed experts;
- Office of Personnel Operations Manual, Section 206; and
- Interview staff with knowledge of personnel policies.

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.1	<p><b>Action Item:</b> Central Office Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.  Interviewed Central Office Health Care Services and personnel staff.  Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.  Reviewed Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b>  MH Remedial Plan, pages 6 through 12.  Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b> The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b> Organizational Charts are not based on the principles in the MH and Safety and Welfare Remedial Plans.</p>	<p>1. The Director of Juvenile Programs or designee shall develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e., clinical supervision.</p> <p>2. The Court appointed experts work collaboratively with the Director of Juvenile Programs, Health Care Services, MH, and the Safety and Welfare Plan lead to clarify the MH Remedial Plan to make certain the organizational structure is clear. Ensure the Integrated Behavior Treatment Model is reflected in the organizational structure.</p> <p>3. The Director of Programs, Chief Medical Officer, MH, Safety and Welfare Plan lead, and Court appointed experts clarify the expectations for the Organizational Charts. Once clarification is made, the Organizational Chart is distributed to the six DJJ facilities to incorporate position title and number.</p> <p>4. The Director of Programs clarifies the roles within Central Office to show clinical and administrative supervision.</p>



## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.1	<p><b>Action Item:</b></p> <p>Central Office Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b></p> <p>The Organizational Charts do not demonstrate how MH staff has clinical supervision over administrative staff in Central Office.</p> <p><b>Cause(s):</b></p> <ol style="list-style-type: none"> <li>1. Lack of collaboration/communication between administrative staff, Health Care Services staff, MH staff, and the Court appointed experts.</li> <li>2. Organizational Charts are based on reporting structure and do not indicate clinical supervision.</li> <li>3. A universal template is not utilized by Central Office or facilities.</li> <li>4. The Remedial Plan is not written in a clear method outlining the reporting structure and clinical supervision.</li> </ol>	<ol style="list-style-type: none"> <li>1. Health Care Services needs to develop Organizational Charts reflecting administrative and MH clinical supervision and a chain of command for Health Care Services.</li> <li>2. The Director of Juvenile Programs shall develop Organizational Charts reflecting administrative and MH clinical supervision and a chain of command for Central Office.</li> <li>3. The Director of Juvenile Programs shall update the Organizational Charts to reflect staff's actual position number and title.</li> <li>4. The Director of Juvenile Programs will place an asterisk explaining the definition of administrative supervision and clinical supervision on all Organizational Charts.</li> </ol>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.1	<p><b>Action Item:</b> Central Office Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.  Interviewed Central Office Health Care Services and personnel staff.  Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.  Reviewed Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b>  MH Remedial Plan, pages 6 through 12.  Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b> Organizational Charts are not up-to-date.</p> <p><b>Cause(s):</b> Central Office is not ensuring Organizational Charts are up-to-date.</p>	1. Central Office updates the Organizational Chart on a quarterly basis.

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)	Reviewers Comments
3.2	<p><b>Action Item:</b></p> <p>NACYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3 Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12 and Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b></p> <p>The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b></p> <p>The Remedial Plan is not written in a clear method outlining the reporting structure and clinical supervision.</p>	<p>1. NACYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.</p> <p>2. NACYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p>	<p>NACYCF and OHCYCF health care Organizational Charts are combined into one health care Organizational Chart titled Northern California Youth Correctional Center (NCYCC) Health Care Services.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> NACYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans. Interviewed Central Office Health Care Services and personnel staff. Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009. Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b> MH Remedial Plan, pages 6 through 12 and Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b> The Organizational Charts do not demonstrate how MH staff clinically supervises custody staff.</p> <p><b>Cause(s):</b> Lack of collaboration/communication between Central Office staff, MH staff, administrative staff, and facility staff. Organizational Charts are based on reporting structure and do not include clinical supervision. A universal template is not utilized by the facilities.</p>	<p>1. NACYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.</p> <p>2. NACYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> NACYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b> MH Remedial Plan, pages 6 through 12 and Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b> Organizational Charts are not being updated.</p> <p><b>Cause(s):</b> Facilities are not ensuring the organizational charts are updated on a quarterly basis.</p>	<p>1. NACYCF updates the Organizational Chart on a quarterly basis.</p> <p>2. NACYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)	Reviewers Comments
3.2	<p><b>Action Item:</b></p> <p>OHCYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b></p> <p>The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b></p> <p>Organizational Charts are not based on the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p>The Remedial Plan is not written in a clear method outlining reporting structure and clinical supervision.</p>	<p>1. OHCYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e., clinical supervision.</p> <p>2. OHCYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p>	<p>OHCYCF and NACYCF health care Organizational Charts are combined into one health care Organizational Chart titled NCYCC Health Care Services.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b></p> <p>OHCYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b></p> <p>The Organizational Charts do not demonstrate how MH staff clinically supervises custody staff.</p> <p><b>Cause(s):</b></p> <p>Lack of collaboration/communication between Central Office staff, MH staff, administrative staff, and facility staff.</p> <p>Organizational Charts are based on reporting structure and do not include clinically supervision.</p> <p>A universal template is not utilized by the facilities.</p>	<p>1. OHCYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.</p> <p>2. OHCYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> OHCYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.  Interviewed Central Office Health Care Services and personnel staff.  Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.  Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b>  MH Remedial Plan, pages 6 through 12.  Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b> Organizational Charts are not being updated.</p> <p><b>Cause(s):</b> Facilities are not ensuring the organizational charts are updated on a quarterly basis.</p>	<p>1. OHCYCF updates the Organizational Chart on a quarterly basis.</p> <p>2. OHCYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.</p>



## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)	Reviewers Comments
3.2	<p><b>Action Item:</b></p> <p>PYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b></p> <p>The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b></p> <p>The Remedial Plan is not written in a clear method outlining the reporting structure and clinical supervision.</p>	<p>1. PYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e., clinical supervision.</p> <p>2. PYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p>	<p>The Organizational Charts are separate from Health Care Services. None of the Organizational Charts show clinical responsibility to custody staff.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b></p> <p>PYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b></p> <p>The Organizational Charts do not demonstrate how MH staff clinically supervises custody staff.</p> <p><b>Cause(s):</b></p> <p>Lack of collaboration/communication between Central Office staff, MH staff, administrative staff, and facility staff.</p> <p>Organizational Charts are based on reporting structure and do not include clinical supervision.</p> <p>A universal template is not utilized by the facilities.</p>	<p>1. PYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.</p> <p>2. PYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> PYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.  Interviewed Central Office Health Care Services and personnel staff.  Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.  Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b>  MH Remedial Plan, pages 6 through 12.  Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b> Organizational Charts are not being updated.</p> <p><b>Cause(s):</b> Facilities are not ensuring the organizational charts are updated on a quarterly basis.</p>	<p>1. PYCF updates the Organizational Chart on a quarterly basis.</p> <p>2. PYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)	Reviewers Comments
3.2	<p><b>Action Item:</b></p> <p>HGSYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b></p> <p>The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b></p> <p>Organizational Charts are not based on the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p>The Remedial Plan is not written in a clear method outlining the reporting structure and clinical supervision.</p>	<p>1. HGSYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e., clinical supervision.</p> <p>2. HGSYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p>	<p>The Organizational Charts are easy to follow. The facility has Organizational Charts that show the Specialized Counseling Program, Intensive Treatment Program, and Sexual Behavior Treatment Program.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> HGSYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans. Interviewed Central Office Health Care Services and personnel staff. Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009. Reviewed Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b> MH Remedial Plan, pages 6 through 12. Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b> The Organizational Charts do not demonstrate how MH staff clinically supervises custody staff.</p> <p><b>Cause(s):</b> Lack of collaboration/communication between Central Office staff, MH staff, administrative staff, and facility staff.  Organizational Charts are based on reporting structure and do not include clinical supervision.  A universal template is not utilized by the facilities.</p>	<p>1. HGSYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.</p> <p>2. HGSYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> HGSYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.  Interviewed Central Office Health Care Services and personnel staff.  Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.  Reviewed Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b>  MH Remedial Plan, pages 6 through 12.  Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b> Organizational Charts are not being updated.</p> <p><b>Cause(s):</b> Facilities are not ensuring the organizational charts are updated on a quarterly basis.</p>	<p>1. HGSYCF updates the Organizational Chart on a quarterly basis.</p> <p>2. HGSYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)	Reviewers Comments
3.2	<p><b>Action Item:</b></p> <p>SYCRCC Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b></p> <p>The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b></p> <p>The Remedial Plan is not written in a clear method outlining the reporting structure and clinical supervision.</p>	<p>1. SYCRCC works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e., clinical supervision.</p> <p>2. SYCRCC works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p>	<p>The Organizational Chart does not show the clinical relationship between Health Care Services and custody staff.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b></p> <p>SYCRCC Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b></p> <p>The Organizational Charts do not demonstrate how MH staff clinically supervises custody staff.</p> <p><b>Cause(s):</b></p> <p>Lack of collaboration/communication between Central Office staff, MH staff, administrative staff, and facility staff.</p> <p>Organizational Charts are based on reporting structure and do not include clinical supervision.</p> <p>A universal template is not utilized by the facilities.</p>	<p>1. SYCRCC works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.</p> <p>2. SYCRCC works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.</p>



## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b></p> <p>SYCRCC Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b></p> <p>Organizational Charts are not being updated.</p> <p><b>Cause(s):</b></p> <p>Facilities are not ensuring the organizational charts are updated on a quarterly basis.</p>	<p>1. SYCRCC updates the Organizational Chart on a quarterly basis.</p> <p>2. SYCRCC incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)	Reviewers Comments
3.2	<p><b>Action Item:</b></p> <p>VYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Partial Compliance</b></p> <p><b>Finding 1:</b></p> <p>The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p> <p><b>Cause(s):</b></p> <p>The Remedial Plan is not written in a clear method outlining the reporting structure and clinical supervision.</p>	<p>1. VYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e., clinical supervision.</p> <p>2. VYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.</p>	The Organizational Chart does not show the clinical relationship between Health Care Services and custody staff.

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b></p> <p>VYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b></p> <p>Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.</p> <p>Interviewed Central Office Health Care Services and personnel staff.</p> <p>Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.</p> <p>Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b></p> <p>MH Remedial Plan, pages 6 through 12.</p> <p>Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 2:</b></p> <p>The Organizational Charts do not demonstrate how MH staff clinically supervises custody staff.</p> <p><b>Cause(s):</b></p> <p>Lack of collaboration/communication between Central Office staff, MH staff, administrative staff, and facility staff.</p> <p>Organizational Charts are based on reporting structure and do not include clinical supervision.</p> <p>A universal template is not utilized by the facilities.</p>	<p>1. VYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.</p> <p>2. VYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.</p>

## CPRB Remedial Site Compliance Report

Item	Action Items and Reviewing Method	SC	PC	NC	NR	Findings	Recommendation(s)
3.2	<p><b>Action Item:</b> VYCF Organizational Chart, including a MH chain of command.</p> <p><b>Methodology:</b> Reviewed Safety and Welfare, Section 2 iii, and MH, Section 3, Remedial Plans.  Interviewed Central Office Health Care Services and personnel staff.  Reviewed Farrell MH experts' Central Office site visit report, January 8 through January 9, 2009.  Reviewed the Personnel Operations Manual, Section 206.</p> <p><b>Criteria:</b>  MH Remedial Plan, pages 6 through 12.  Safety and Welfare Remedial Plan, pages 12 through 16.</p>		X			<p><b>Finding 3:</b> Organizational Charts are not being updated.</p> <p><b>Cause(s):</b> Facilities are not ensuring the organizational charts are updated on a quarterly basis.</p>	<p>1. VYCF updates the Organizational Chart on a quarterly basis.</p> <p>2. VYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.</p>

## **Review of Organizational Charts**

### **CENTRAL OFFICE AND DJJ FACILITIES**

#### **GLOSSARY**

<b>CPRB</b>	Compliance/Peer Review Branch
<b>DJJ</b>	Division of Juvenile Justice
<b>HGSYCF</b>	Heman G. Stark Youth Correctional Facility
<b>MH</b>	Mental Health
<b>NACYCF</b>	N. A. Chaderjian Youth Correctional Facility
<b>NC</b>	Non Compliance
<b>NCYCC</b>	Northern California Youth Correctional Center
<b>NR</b>	Not Ratable
<b>OHCF</b>	O. H. Close Youth Correctional Facility
<b>PC</b>	Partial Compliance
<b>PYCF</b>	Preston Youth Correctional Facility
<b>SC</b>	Substantial Compliance
<b>SYCRCC</b>	Southern Youth Correctional Reception Center and Clinic
<b>VYCF</b>	Ventura Youth Correctional Facility

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Central Office

March 9 through 13, 2009

Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.

The Office of Audits and Compliance recommends that the Division of Juvenile Justice (DJJ) take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	The Director of Juvenile Programs or designee shall develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Director of Juvenile Programs or Designee	1. Develop a draft Administrative and MH Clinical Organizational Chart for the Division of Juvenile Justice that clearly defines administrative and MH clinical lines of direction for each position.	06/30/2009	Incomplete	Draft DJJ Administrative and MH Clinical Organizational Chart	
			2. Develop a draft Administrative and MH Clinical Organizational Chart for MH HQ that includes clearly defines the administrative and MH clinical lines of direction for each position.	06/30/2009	Incomplete	Draft MH HQ Administrative and MH Clinical Organizational Chart	
			3. Develop a draft an Administrative and MH Clinical Organizational Chart template for use by DJJ facilities that clearly defines the administrative and MH clinical lines of direction for each position.	06/30/2009	Incomplete	Draft Facility Administrative and MH Clinical Organizational Chart template	
			4. Develop guidelines for administrative and mental health clinical roles and responsibilities for each organizational chart	06/30/2009	Incomplete	Draft Administrative and MH Clinical Roles and Responsibilities for each organizational chart.	
		Chief Psychiatrist or Designee	1. Consult with the Director of Programs and the Mental Health and S&W court experts to clarify the lines of mental health clinical direction and to ensure agreement with principles of IBTM.	06/30/2009	Incomplete	Calendared meeting	

## Review of Organizational Charts at the Division of Juvenile Justice

## Central Office

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.2	The Court appointed experts work collaboratively with the Director of Juvenile Programs, Health Care Services, Mental Health, and the Safety and Welfare Plan lead to clarify the MH Remedial Plan to make certain the organizational structure is clear. Ensure the Integrated Behavior Treatment Model is reflected in the organizational structure.	Director of Juvenile Programs or Designee	<ol style="list-style-type: none"> <li>1. Establish a DJJ Organizational Chart Review Committee to review and make recommendations to the CDS on the Administrative and MH Clinical Organizational Charts and the guidelines for administrative and mental health direction.</li> <li>2. The committee will include, at a minimum, the Director of Juvenile Programs or designee, Director of Facilities or designee, and representatives from Health Care Services, Mental Health, and Safety and Welfare remedial plans and will ensure that the IBTM is reflected in the organizational charts and will: <ol style="list-style-type: none"> <li>1. Be chaired by the Central Office Personnel Analyst</li> <li>2. Review and make recommendations on: <ul style="list-style-type: none"> <li>- Administrative and MH Clinical Organizational Chart for the Division of Juvenile Justice</li> <li>- Administrative and MH Clinical Organizational Chart for MH Headquarters</li> <li>- Administrative and MH Clinical Organizational Chart template for use by DJJ facilities</li> <li>- Guidelines for administrative and MH clinical direction of duties and responsibilities for each position.</li> </ul> </li> </ol> </li> </ol>	07/10/2009	Incomplete	List of committee members	
				07/10/2009	Incomplete	Meeting Minutes, Guidelines for Roles and Responsibilities for each Organizational Chart	
		Central Office Personnel Analyst DJJ Organizational Chart Review Committee	1. Be chaired by the Central Office Personnel Analyst	07/10/2009	Incomplete	All Organizational Charts, Meeting Minutes and Guidelines for Roles and Responsibilities for each Organizational Chart	
			2. Review and make recommendations on: <ul style="list-style-type: none"> <li>- Administrative and MH Clinical Organizational Chart for the Division of Juvenile Justice</li> <li>- Administrative and MH Clinical Organizational Chart for MH Headquarters</li> <li>- Administrative and MH Clinical Organizational Chart template for use by DJJ facilities</li> <li>- Guidelines for administrative and MH clinical direction of duties and responsibilities for each position.</li> </ul>	07/24/2009	Incomplete		

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## Review of Organizational Charts at the Division of Juvenile Justice

### CORRECTIVE ACTION PLAN

#### Central Office

March 9 through 13, 2009

CPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.3	The Director of Programs, Chief Psychiatrist, Mental Health and Safety and Welfare Plan leads, and Court appointed experts clarify the expectations for the Organizational Charts. Once clarification is made, the Organizational Chart is distributed to the six DJJ facilities to incorporate position title and number.	DJJ Organizational Chart Review Committee  Director of Programs or designee and the Director of Facilities, or designee	<ol style="list-style-type: none"> <li>Consult with the court experts to ensure Administrative and Mental Health Clinical Organizational Charts and Guidelines for Roles and Responsibilities for each Organizational Chart are in agreement with the Mental Health and Safety &amp; Welfare Remedial Plans, court experts and incorporate the IBTM.</li> <li>Obtain approval for the Administrative and Mental Health Clinical Organizational Charts and the Guidelines for Administrative and Mental Health Clinical Roles and Responsibilities from the CDS</li> </ol> <ol style="list-style-type: none"> <li>Distribute to the superintendent the approved Facility Administrative and Mental Health Clinical Organizational Chart template and the Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction.</li> </ol>	08/7/2009  08/14/2009  08/14/2009	Incomplete  Incomplete	<p>Calendared Meeting, revised Organizational Charts, revised Guidelines for Roles/ Responsibilities for Administrative and Mental Health Clinical supervision for each Organizational Chart</p> <p>Memorandum</p>	
1.4	The Director of Programs clarifies the roles within Central Office to show clinical and administrative supervision.	Director of Programs or designee and the Director of Facilities, or designee	<ol style="list-style-type: none"> <li>Issue a memorandum to the Central and Mental Health HQ clarifying administrative and mental health clinical direction and provide Administrative and Mental Health Clinical Organizational Charts for the Central Office and Mental Health Services HQ.</li> </ol>	08/14/2009	Incomplete	Memorandum	



# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## Review of Organizational Charts at the Division of Juvenile Justice

### CORRECTIVE ACTION PLAN

#### Central Office

March 9 through 13, 2009

**Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over administrative staff in Central Office.**

**The Office of Audits and Compliance recommends that DJJ take the following actions:**

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	Health Care Services needs to develop Organizational Charts reflecting administrative and MH clinical supervision and a chain of command for Health Care Services.	Chief Psychiatrist	<ol style="list-style-type: none"> <li>Using the organizational charts approved by the DJJ Organizational Chart Review Committee as guidelines, develop an organizational chart reflecting administrative and mental health clinical direction for Health Care staff.</li> <li>Using the guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and mental health clinical direction for Health Care staff.</li> </ol>	08/28/2009	Incomplete	Organizational charts	
				08/28/2009	Incomplete	Guidelines for Roles/Responsibilities for Administrative and Mental Health Clinical Direction	
2.2	The Director of Juvenile Programs shall develop Organizational Charts reflecting administrative and MH clinical supervision and a chain of command for Central Office.	Director of Juvenile Programs or designee	<ol style="list-style-type: none"> <li>Using guidelines approved by the DJJ Organizational Chart Review Committee, develop an organization chart reflecting administrative and mental health clinical direction for each respective program in Central Office.</li> <li>Using the guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and mental health clinical direction for each respective program in Central Office.</li> </ol>	08/28/2009	Incomplete	Organizational charts	
				08/28/2009	Incomplete	Guidelines for Roles/Responsibilities for Administrative and Mental Health Clinical Direction	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Central Office

March 9 through 13, 2009

CPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.3	The Director of Juvenile Programs shall update the Organizational Charts to reflect staff's actual position number and title.	Central Office Personnel Analyst	1. Receive organization charts from respective program. 2. Input staff title and position number.	08/31/2009 09/14/2009	Incomplete Incomplete	Email including organizational charts Updated organizational charts	
2.4	The Director of Juvenile Programs will place an asterisk explaining the definition of administrative supervision and clinical supervision on all Organizational Charts.	Central Office Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and clinical supervision for each staff member on the organizational charts. 2. Administrative and Mental Health Clinical Organizational Charts format must be in a consistent format	08/28/2009 08/28/2009	Incomplete Incomplete	Organizational charts, Guidelines for Roles/ Responsibilities for Administrative and Mental Health Clinical Direction  Organizational Charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Central Office

March 9 through 13, 2009

Finding 3: Organizational Charts are not up-to-date.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	Central Office updates the Organizational Chart on a quarterly basis.	Central Office Personnel Analyst	1. Create a quarterly schedule to update Central Office and facility organizational charts.	07/31/2009	Incomplete	Schedule	
			2. Update organizational charts quarterly according to schedule.	08/31/2009	Incomplete	Revised organizational charts	
			3. Upon personnel or structural changes adjusts organizational charts to reflect the actual position number and title.	08/31/2009	Incomplete	Revised organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

March 9 through 13, 2009

N.A. Chaderjian Youth  
Correctional Facility

Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.

The Office of Audits and Compliance recommends that DJJ take the following actions:

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	NACYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Superintendent	1. Establish a Facility Organizational Chart Review Committee. 2. The committee will include, at a minimum, the superintendent, chief medical officer and chief psychologist or designees.	08/1420/09 08/14/2009	Incomplete Incomplete	List committee members List of committee members	
		Facility Organizational Chart Review Committee	1. Using the DJJ Administrative/Mental Health Clinical Organizational Chart template, develop a Facility Administrative/Mental Health Clinical Organization Chart.	09/2120/09	Incomplete	Organizational Chart	
			2. The organizational chart will clearly define the lines of administrative and mental health clinical direction in relation to the Integrated Behavior Treatment Model.	09/21/2009	Incomplete	Organizational Chart	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and clinical direction that clearly defines the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organization Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart, position number chart and Guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

N.A. Chaderjian Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.2	NACYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.	DJJ Organizational Chart Review Committee	<div>1. Ensure that the organizational chart and administrative and mental health clinical guidelines are consistent with the principles outlined in the Mental Health and Safety &amp; Welfare Remedial Plans and with the IBTM.</div> <div>2. Make modification s to the organizational chart and the administrative and mental health clinical guidelines as needed to ensure compliance with remedial plans and IBTM.</div> <div>3. Submit the organizational charts and the administrative and mental health clinical guidelines to the DJJ HQ MH Mental Health designee for approval.</div>	<div>08/14/2009</div> <div>08/21/2009</div> <div>08/30/2009</div>	<div>Incomplete</div> <div>Incomplete</div> <div>Incomplete</div>	<div>Organizational charts</div> <div>Organizational charts</div> <div>Organization charts</div>	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

N.A. Chaderjian Youth  
Correctional Facility

March 9 through 13, 2009

Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	NACYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.	Facility Organizational Chart Review Committee	1. Using the DJJ Administrative / MH Clinical Organizational Chart template, develop a Facility Administrative and MH Clinical Organizational Char reflecting a clear line of MH clinical and administrative direction for custody staff.	07/31/2009	Incomplete	Organizational charts	
			2. The organizational chart will clearly define the lines of administrative and MH clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Amended organizational charts	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and clinical direction that clearly define the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organization Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart and the administrative and mental health clinical guidelines for roles and responsibilities to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

N.A. Chaderjian Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.2	NACYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.	Chief Psychologist.	1. Review guidelines from Director of Programs clarifying the clinical roles of Mental Health.	07/10/2009	Incomplete	E-mail from Director of Superintendent containing Guidelines or Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Direct any questions or requests for clarification through Mental Health Chain of Command.	07/10/2009	Incomplete	E-mail from and to Director of Programs approving documents	
		DJJ HQ Mental Health Designee	1. Review all organizational charts for compliance with IBTM.	09/15/2009	Incomplete	E-mail/Correspondence	
			2. Approve all organizational charts	09/15/2009	Incomplete		
			3. Respond to any facility questions or requests for clarification.	09/15/2009	Incomplete		
			4. Directs any unresolved issues to Director of Juvenile Programs.	09/15/2009	Incomplete	E-mail/Correspondence	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

N.A. Chaderjian Youth  
Correctional Facility

March 9 through 13, 2009

Finding 3: Organizational Charts are not being updated.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	NACYCF updates the Organizational Chart on a quarterly basis.	Facility Personnel Analyst	1. Update organizational charts quarterly in accordance with the schedule provided by Central Office.	09/30/2009	Incomplete	Organizational charts	
			2. Upon personnel or structural changes adjusts organizational charts to reflect actual position number and title.	09/30/2009	Incomplete	Organizational charts	
3.2	NACYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.	Facility Personnel Analyst	1. Place position number and title information in organizational chart.	08/07/2009	Incomplete	Organizational charts	



# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## Review of Organizational Charts at the Division of Juvenile Justice

### CORRECTIVE ACTION PLAN

#### O.H. Close Youth Correctional Facility

March 9 through 13, 2009

**Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.**

**The Office of Audits and Compliance recommends that DJJ take the following actions:**

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	OHCYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Superintendent	1. Establish a Facility Organizational Chart Review Committee. 2. The committee will include, at a minimum, the superintendent, chief medical officer and chief psychologist or designees.	06/19/2009	Incomplete	List committee members	
				06/19/2009	Incomplete	List of committee members	
		Facility Organizational Chart Review Committee	1. Using the DJJ Administrative/Mental Health Clinical Organizational Chart template, develop a Facility Administrative/Mental Health Clinical Organization Chart.	07/31/2009	Incomplete	Organizational Chart	
			2. The organizational chart will clearly define the lines of administrative and mental health clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Organizational Chart	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly define the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction Organization Chart for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/ 07/2009	Incomplete		
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart, position number chart and Guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

O.H. Close Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.2	OHCYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.	DJJ Organizational Chart Review Committee	<div>1. Ensure that the organizational chart and administrative and mental health clinical guidelines are consistent with the principles outline in the Mental Health and Safety &amp; Welfare Remedial Plans and with the IBTM.</div> <div>2. Make modifications to the organizational chart and administrative and mental health clinical guidelines as needed to ensure compliance with the remedial plans.</div> <div>3. Submit the organizational charts and administrative and mental health clinical guidelines to the DJJ HQ MH Mental Health Designee for approval.</div>	<div>08/14/2009</div> <div>08/21/2009</div> <div>08/30/2009</div>	<div>Incomplete</div> <div>Incomplete</div> <div>Incomplete</div>	<div>Organizational charts</div> <div>Organizational charts</div> <div>Organizational charts</div>	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

O.H. Close Youth  
Correctional Facility

March 9 through 13, 2009

Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	OHCYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.	Facility Organizational Chart Review Committee	1. Using the DJJ Administrative / MH Clinical Organizational Chart template, develop a Facility Administrative and MH Clinical Organizational Char reflecting a clear line of MH clinical and administrative direction for custody staff.	07/31/2009	Incomplete	Organizational charts	
			2. The organizational chart will clearly define the lines of administrative and MH clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Amended organizational charts	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and clinical direction that clearly defines the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organization Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart and administrative and menta lhealth clinical guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

O.H. Close Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.2	OHCYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.	Chief Psychologist.  DJJ HQ Mental Health Designee	1. Review guidelines from Director of Programs clarifying the clinical roles of Mental Health. 2. Direct any questions or requests for clarification through Mental Health Chain of Command.  1. Review all organizational charts for compliance with IBTM. 2. Approve all organizational charts 3. Respond to any facility questions or requests for clarification. 4. Directs any unresolved issues to Director of Juvenile Programs.	07/10/2009  07/10/2009  09/15/2009 09/15/2009 09/15/2009	Incomplete  Incomplete  Incomplete Incomplete Incomplete	E-mail from Director of Superintendent containing Guidelines or Roles and Responsibilities for Administrative and Mental Health Clinical Direction E-mail from and to Director of Programs approving documents E-mail/Correspondence  E-mail/Correspondence	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

March 9 through 13, 2009

O.H. Close Youth  
Correctional Facility

Finding 3: Organizational Charts are not being updated.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	OHCYCF updates the Organizational Chart on a quarterly basis.	Facility Personnel Analyst	1. Update organizational charts quarterly in accordance with the schedule provided by Central Office.	09/30/2009	Incomplete	Organizational charts	
			2. Upon personnel or structural changes adjusts organizational charts to reflect actual position number and title.	09/30/2009	Incomplete	Organizational charts	
3.2	OHCYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.	Facility Personnel Analyst	1. Place position number and title information in organizational chart.	08/07/2009	Incomplete	Organizational charts	

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## Review of Organizational Charts at the Division of Juvenile Justice

### CORRECTIVE ACTION PLAN

#### Preston Youth Correctional Facility

March 9 through 13, 2009

#### Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.

The Office of Audits and Compliance recommends that DJJ take the following actions:

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	PYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Superintendent	1. Establish a Facility Organizational Chart Review Committee. 2. The committee will include, at a minimum, the superintendent, chief medical officer and chief psychologist or designees.	06/19/2009 06/19/2009	Incomplete Incomplete	List committee members Organizational Chart	
		Facility Organizational Chart Review Committee	1. Using the DJJ Administrative/Mental Health Clinical Organizational Chart template, develop a Facility Administrative/Mental Health Clinical Organization Chart. 2. The organizational chart will clearly define the lines of administrative and mental health clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009 07/31/2009	Incomplete Incomplete	Organizational Chart Organizational Chart	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly define the roles and responsibilities for each staff member. 2. Identify the position numbers and title for each position on the organizational chart. 3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart, position number chart and Guidelines to the DJJ Organizational Chart Review Committee.	07/31/2009 08/ 07/2009 08/14/2009	Incomplete Incomplete Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction Organizational Chart for Administrative and Mental Health Clinical Direction Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Preston Youth  
Correctional Facility

March 9 through 13, 2009

1.2	PYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.	DJJ Organizational Chart Review Committee	1. Ensure that the organizational chart and administrative and mental health clinical guidelines are consistent with the principles outlined in the Mental Health and Safety & Welfare Remedial Plans and with the IBTM.	08/14/2009	Incomplete	Organizational charts	
			2. Make modifications to the organizational chart and administrative and mental health clinical guidelines as needed to ensure compliance with remedial plans and IBTM.	08/21/2009	Incomplete	Organizational charts	
			3. Submit the organizational charts and administrative and mental health clinical guidelines to the DJJ HQ MH Mental Health designee for approval.	08/30/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Preston Youth  
Correctional Facility

March 9 through 13, 2009

Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	PYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.	Facility Organizational Chart Review Committee	1. Using the DJJ Administrative / MH Clinical Organizational Chart template, develop a Facility Administrative and MH Clinical Organizational Char reflecting a clear line of MH clinical and administrative direction for custody staff.	07/31/2009	Incomplete	Organizational charts	
			2. The organizational chart will clearly define the lines of administrative and MH clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Amended organizational charts	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop guidelines for administrative and clinical direction that clearly defines the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organizational Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart and administrative and mental health clinical guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Preston Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.2	PYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.	Chief Psychologist.	1. Review guidelines from Director of Programs clarifying the clinical roles of Mental Health.	07/10/2009	Incomplete	E-mail from Director of Superintendent containing Guidelines or Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Direct any questions or requests for clarification through Mental Health Chain of Command.	07/10/2009	Incomplete	E-mail from and to Director of Programs approving documents	
		DJJ HQ Mental Health Designee	1. Review all organizational charts for compliance with IBTM.	09/15/2009	Incomplete	E-mail/Correspondence	
			2. Approve all organizational charts	09/15/2009	Incomplete		
			3. Respond to any facility questions or requests for clarification.	09/15/2009	Incomplete		
			4. Directs any unresolved issues to Director of Juvenile Programs.	09/15/2009	Incomplete	E-mail/Correspondence	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Preston Youth  
Correctional Facility

March 9 through 13, 2009

Finding 3: Organizational Charts are not being updated.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	PYCF updates the Organizational Chart on a quarterly basis.	Facility Personnel Analyst	1. Update organizational charts quarterly in accordance with the schedule provided by Central Office.	09/30/2009	Incomplete	Organizational charts	
			2. Upon personnel or structural changes adjusts organizational charts to reflect actual position number and title.	09/30/2009	Incomplete	Organizational charts	
3.2	PYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.	Facility Personnel Analyst	2. Place position number and title information in organizational chart.	08/07/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Heman G. Stark Youth  
Correctional Facility

March 9 through 13, 2009

Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.

The Office of Audits and Compliance recommends that DJJ take the following actions:

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	HGSYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Superintendent	1. Establish a Facility Organizational Chart Review Committee.	06/19/2009	Incomplete	List committee members	
			2. The committee will include, at a minimum, the superintendent, chief medical officer and chief psychologist or designees.	06/19/2009	Incomplete		
		Facility Organizational Chart Review Committee	1. Using the DJJ Administrative/Mental Health Clinical Organizational Chart template, develop a Facility Administrative/Mental Health Clinical Organization Chart.	07/31/2009	Incomplete	Organizational Chart	
			2. The organizational chart will clearly define the lines of administrative and mental health clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Organizational Chart	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly define the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organization Chart for Administrative and Mental Health Clinical Direction Organizational charts	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart, position number chart and Guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete		

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Heman G. Stark Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.2	HGSYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.	DJJ Organizational Chart Review Committee	1. Ensure that the organizational chart and administrative and mental health clinical guidelines are consistent with the principles outlined in the Mental Health and Safety & Welfare Remedial Plans and with the IBTM.	08/14/2009	Incomplete	Organizational charts	
			2. Make modifications to the organizational chart and administrative and mental health clinical guidelines as needed to ensure compliance with remedial plans and IBTM.	08/21/2009	Incomplete	Organizational charts	
			3. Submit the organizational charts and administrative and mental health clinical guidelines to the DJJ HQ MH Mental Health designee for approval.	08/30/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Heman G. Stark Youth  
Correctional Facility

March 9 through 13, 2009

Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	HGSYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.	Facility Organizational Chart Review Committee	1. Using the DJJ Administrative / MH Clinical Organizational Chart template, develop a Facility Administrative and MH Clinical Organizational Char reflecting a clear line of MH clinical and administrative direction for custody staff.	07/31/2009	Incomplete	Organizational charts	
			2. The organizational chart will clearly define the lines of administrative and MH clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Amended organizational charts	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly defines the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organizational Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart and administrative and mental health clinical guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Heman G. Stark Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.2	HGSYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.	Chief Psychologist.	1. Review guidelines from Director of Programs clarifying the clinical roles of Mental Health.	07/10/2009	Incomplete	E-mail from Director of Superintendent containing Guidelines or Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Direct any questions or requests for clarification through Mental Health Chain of Command.	07/10/2009	Incomplete	E-mail from and to Director of Programs approving documents	
		DJJ HQ Mental Health Designee	1. Review all organizational charts for compliance with IBTM.	09/15/2009	Incomplete	E-mail/Correspondence	
			2. Approve all organizational charts	09/15/2009	Incomplete		
			3. Respond to any facility questions or requests for clarification.	09/15/2009	Incomplete		
			4. Directs any unresolved issues to Director of Juvenile Programs.	09/15/2009	Incomplete	E-mail/Correspondence	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Heman G. Stark Youth  
Correctional Facility

March 9 through 13, 2009

Finding 3: Organizational Charts are not being updated.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	HGSYCF updates the Organizational Chart on a quarterly basis.	Facility Personnel Analyst	1. Update organizational charts quarterly in accordance with the schedule provided by Central Office.	09/30/2009	Incomplete	Organizational charts	
			2. Upon personnel or structural changes adjusts organizational charts to reflect actual position number and title.	09/30/2009	Incomplete	Organizational charts	
3.2	HGSYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.	Facility Personnel Analyst	3. Place position number and title information in organizational chart.	08/07/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Southern Youth Correctional  
Reception Center and Clinic

March 9 through 13, 2009

Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	SYCRCC works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Superintendent	1. Establish a Facility Organizational Chart Review Committee.	06/19/2009	Incomplete	List committee members	
		Facility Organizational Chart Review Committee	2. The committee will include, at a minimum, the superintendent, chief medical officer and chief psychologist or designees.	06/19/2009	Incomplete		
			1. Using the DJJ Administrative/Mental Health Clinical Organizational Chart template, develop a Facility Administrative/ Mental Health Clinical Organization Chart.	07/31/2009	Incomplete	Organizational Chart	
			2. The organizational chart will clearly define the lines of administrative and mental health clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Organizational Chart	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly defines the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organization Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart, position number chart and Guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Southern Youth Correctional  
Reception Center and Clinic

March 9 through 13, 2009

CPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.2	SYCRCC works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.	DJJ Organizational Chart Review Committee	1. Ensure that the organizational chart and administrative and mental health clinical guidelines are consistent with the principles outlined in the Mental Health and Safety & Welfare Remedial Plans and with the IBTM. 2. Make modification s to the organizational chart and administrative and mental health clinical guidelines as needed to ensure compliance with remedial plans and IBTM. 3. Submit the organizational charts and administrative and mental health clinical guidelines to the DJJ HQ MH Mental Health designee for approval.	08/14/2009  08/21/2009  08/30/2009	Incomplete  Incomplete  Incomplete	Organizational charts  Organizational charts  Organizational charts	

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## Review of Organizational Charts at the Division of Juvenile Justice

### CORRECTIVE ACTION PLAN

#### Southern Youth Correctional Reception Center and Clinic

March 9 through 13, 2009

**Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.**

**The Office of Audits and Compliance recommends that DJJ take the following actions:**

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	SYCRCC works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.	Facility Organizational Chart Review Committee	1. Using the DJJ Administrative / MH Clinical Organizational Chart template, develop a Facility Administrative and MH Clinical Organizational Chart reflecting a clear line of MH clinical and administrative direction for custody staff. 2. The organizational chart will clearly define the lines of administrative and MH clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009  07/31/2009	Incomplete  Incomplete	Organizational charts  Amended organizational charts	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly defines the roles and responsibilities for each staff member. 2. Identify the position numbers and title for each position on the organizational chart. 3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart and administrative and mental health clinical guidelines to the DJJ Organizational Chart Review Committee.	07/31/2009  08/07/2009 08/14/2009	Incomplete  Incomplete Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction  Organizational Chart for Administrative and Mental Health Clinical Direction Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Southern Youth Correctional  
Reception Center and Clinic

March 9 through 13, 2009

CPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.2	SYCRCC works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.	Chief Psychologist.	1. Review guidelines from Director of Programs clarifying the clinical roles of Mental Health.	07/10/2009	Incomplete	E-mail from Director of Superintendent containing Guidelines or Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Direct any questions or requests for clarification through Mental Health Chain of Command.	07/10/2009	Incomplete	E-mail from and to Director of Programs approving documents	
		DJJ HQ Mental Health Designee	1. Review all organizational charts for compliance with IBTM.	09/15/2009	Incomplete	E-mail/Correspondence	
			2. Approve all organizational charts	09/15/2009	Incomplete		
			3. Respond to any facility questions or requests for clarification.	09/15/2009	Incomplete		
			4. Directs any unresolved issues to Director of Juvenile Programs.	09/15/2009	Incomplete	E-mail/Correspondence	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

March 9 through 13, 2009

Southern Youth Correctional  
Reception Center and Clinic

Finding 3: Organizational Charts are not being updated.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	SYCRCC updates the Organizational Chart on a quarterly basis.	Facility Personnel Analyst	1. Update organizational charts quarterly in accordance with the schedule provided by Central Office.	09/30/2009	Incomplete	Organizational charts	
			2. Upon personnel or structural changes adjusts organizational charts to reflect actual position number and title.	09/30/2009	Incomplete	Organizational charts	
3.2	SYCRCC incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.	Facility Personnel Analyst	1. Place position number and title information in organizational chart.	08/07/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Ventura Youth  
Correctional Facility

March 9 through 13, 2009

Finding 1: The Organizational Charts are not consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.1	VYCF works collaboratively with the Director of Juvenile Programs or designee to develop Organizational Charts as it relates to the Integrated Behavior Treatment Model, i.e. clinical supervision.	Superintendent	1. Establish a Facility Organizational Chart Review Committee.	06/19/2009	Incomplete	List committee members	
		Facility Organizational Chart Review Committee	2. The committee will include, at a minimum, the superintendent, chief medical officer and chief psychologist or designees.	06/19/2009	Incomplete	List of committee members	
			1. Using the DJJ Administrative/Mental Health Clinical Organizational Chart template, develop a Facility Administrative/Mental Health Clinical Organization Chart.	07/31/2009	Incomplete	Organizational Chart	
			2. The organizational chart will clearly define the lines of administrative and mental health clinical direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Organizational Chart	
			Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly define the roles and responsibilities for each staff member.	07/31/2009	Incomplete	
		2. Identify the position numbers and title for each position on the organizational chart.		08/07/2009	Incomplete	Organization Chart for Administrative and Mental Health Clinical Direction Organizational charts	
		3. Forward the completed Facility Administrative and Mental Health Clinical Organizational Chart, position number chart and Guidelines to the DJJ Organizational Chart Review Committee.		08/14/2009	Incomplete		

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Ventura Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
1.2	VYCF works collaboratively with Central Office, MH, and the Safety and Welfare Plan Lead to ensure the Organizational Charts are consistent with the principles outlined in the MH and Safety and Welfare Remedial Plans.	DJJ Organizational Chart Review Committee	<div>1. Ensure that the organizational chart and administrative and mental health clinical guidelines are consistent with the principles outlined in the Mental Health and Safety &amp; Welfare Remedial Plans and with the IBTM.</div> <div>2. Make modifications to the organizational chart and administrative and mental health clinical guidelines as needed to ensure compliance with remedial plans and IBTM.</div> <div>3. Submit the organizational charts and administrative and mental health clinical guidelines to the DJJ HQ MH Mental Health designee for approval.</div>	<div>08/14/2009</div> <div>08/21/2009</div> <div>08/30/2009</div>	<div>Incomplete</div> <div>Incomplete</div> <div>Incomplete</div>	<div>Organizational charts</div> <div>Organizational charts</div> <div>Organizational charts</div>	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Ventura Youth  
Correctional Facility

March 9 through 13, 2009

Finding 2: The Organizational Charts do not demonstrate how MH staff has clinical supervision over custody staff.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.1	VYCF works collaboratively with the MH designee from Central Office to develop an Organizational Chart that shows a clear line of clinical supervision over custody staff.	Facility Organizational Chart Review Committee	1. Using the DJJ Administrative / MH Clinical Organizational Chart template, develop a Facility Administrative and MH Clinical Organizational Char reflecting a clear line of MH clincial and administrative direction for custody staff.	07/31/2009	Incomplete	Organizational charts	
			2. The organizational chart will clearly define the lines of administrative and MH clincial direction in relation to the Integrated Behavior Treatment Model.	07/31/2009	Incomplete	Amended organizational charts	
		Facility Personnel Analyst	1. Using guidelines approved by the DJJ Organizational Chart Review Committee, develop administrative and mental health clinical guidelines that clearly define the roles and responsibilities for each staff member.	07/31/2009	Incomplete	Guidelines for Roles and Responsibilities for Administrative and Mental Health Clinical Direction	
			2. Identify the position numbers and title for each position on the organizational chart.	08/07/2009	Incomplete	Organizational Chart for Administrative and Mental Health Clinical Direction	
			3. Forward the completed Facility Administrative and Mental Health Clincial Organizational Chart and administrative and mental health clinical guidelines to the DJJ Organizational Chart Review Committee.	08/14/2009	Incomplete	Organizational charts	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

Ventura Youth  
Correctional Facility

March 9 through 13, 2009

CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
2.2	VYCF works collaboratively with the Director of Juvenile Programs or designee to clarify the clinical roles with MH in the facility.	Chief Psychologist.	1. Review guidelines from Director of Programs clarifying the clinical roles of Mental Health.	07/10/2009	Incomplete	E-mail from Director of Superintendent containing Guidelines or Roles and Responsibilities for Administrative and Mental Health Clinical Division	
			2. Direct any questions or requests for clarification through Mental Health Chain of Command.	07/10/2009	Incomplete	E-mail from and to Director of Programs approving documents	
		DJJ HQ Mental Health Designee	1. Review all organizational charts for compliance with IBTM.	09/15/2009	Incomplete	E-mail/Correspondence	
			2. Approve all organizational charts	09/15/2009	Incomplete	E-mail/Correspondence	
			3. Respond to any facility questions or requests for clarification.	09/15/2009	Incomplete	E-mail/Correspondence	
			4. Directs any unresolved issues to Director of Juvenile Programs.	09/15/2009	Incomplete		



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Organizational Charts at the Division of Juvenile Justice

CORRECTIVE ACTION PLAN

March 9 through 13, 2009

Southern Youth Correctional  
Reception Center and Clinic

Finding 3: Organizational Charts are not being updated.

The Office of Audits and Compliance recommends that DJJ take the following actions:							
CPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP *	Follow-up Review (To be completed by CPRB)
3.1	VYCF updates the Organizational Chart on a quarterly basis.	Facility Personnel Analyst	1. Update organizational charts quarterly in accordance with the schedule provided by Central Office.	09/30/2009	Incomplete	Organizational charts	
			2. Upon personnel or structural changes adjusts organizational charts to reflect actual position number and title.	09/30/2009	Incomplete	Organizational charts	
3.2	VYCF incorporates the position title and number on the universal Organizational Chart that was created by DJJ Programs.	Facility Personnel Analyst	1. Place position number and title information in organizational chart.	08/07/2009	Incomplete	Organizational charts	